

# Margaret V. Smith

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## TELEVISION AND FILM PRODUCTION ASSISTANT

Highly self motivated and goal oriented professional committed to pursuing a long-term career in TV and Film production. Currently demonstrating strong analytical and problem solving skills in the business side of media while obsessively seeking to obtain a position that will utilize my versatile professional experience in Film or TV production.

### COMPUTER SKILLS

Final Draft 5.0, varying digital editing programs, Microsoft Office (Excel, PowerPoint, Word) VCI/Sales desk, DDS (Donovan), Media Buying Software (Strata & SmartPlus Qualitap, SQUAD, Media Professional, SRDS.

### EDUCATION

Indiana State University, College of Arts and Sciences  
2003 Graduate of Bachelor of Arts in Radio/TV/Film with additional concentration in Theater.

Relevant Coursework: Film Production, Screenwriting, TV & Film Production, linear and non-linear Editing, Technical Theater, Scene Design, Interpersonal Communication, various computer courses.

### AWARDS

2003 Indiana State University's Video Expo, Woody award winner for: Best Commercial Satire.

### PRODUCTION EXPERIENCE

- Worked with MSNBC's satellite crew during the Timothy McVeigh execution on the grounds of the Federal Prison in Terre Haute, IN.
- August 2008, worked as a PA on The Jesse James Project with Spike TV & Base Productions
- Camera Operator for FOX38 WBAK Terre Haute on various occasions (2001-2003), including the Indiana State University's Homecoming Parade and Linton's Fourth of July Parade during 2002.
- Camera Operator for current Indianapolis Theater productions with HD video equipment. (2003-Present)
- Production Assistant for the Independent Film, TOW, in Indianapolis, IN (October – December 2008).

### MEDIA EXPERIENCE

May 07 – Present EchoPoint Media - Indianapolis, IN

Media Buyer: Clarian Health, FOX28 WSJV & First Source Bank

- Developed, purchased and maintained all media plans against client's needs and budgetary limitations.
- Made timely payments to all persons or firms supplying goods or services in connection with all advertising programs.
- Negotiated rates credits and make goods with media sales representatives based on relevancy, availability, circulation, ratings and budgets.
- Compiled abundant local market research in order to accurately purchase strategically relevant and effective media mixes. for the client.

### EMPLOYMENT

Aug 03 – May 07 LIN Television Corporation - Indianapolis, IN

National Sales Assistant: WLFI – West Lafayette, WANE & EANE – Fort Wayne IN

- Responsible for managing all orders from national clients.
- Coordinated all assets and rates to reps and agencies through DDS system.
- Managed and maintained crossover make goods and custom package bundles to take advantage of three station inventory.
- Organized all historical records and communications.

May 01 – June 03 FOX38 WBAK – Terre Haute, IN

Master Control Operator

- Aired commercials and coordinated programming through beta decks, 3/4 inch, and SVHS decks. Dubbed and trimmed commercials before airing.
- Recorded shows by tuning digital satellites and routing them to VTRs (via digital router).